

**CAREERTEC Board of Directors Meeting**  
**Thursday, February 6, 2020**  
**CareerTEC Office**  
2037 W. Galena Ave.  
Freeport, IL 61032

**MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS**

The meeting of the CareerTEC Board of Directors was conducted under the following format Thursday, February 6, 2020, at the CareerTEC office, Freeport, Illinois.

**I. ROLL CALL**

Present and responded to roll call at 1:35 p.m. were Supt. Kurt Alberstett, Durand District; Asst. Supt. Business Patrick McDermott, Freeport District; Supt. Mike Schiffman, Pearl City District; and Supt. Bill Faller Pecatonica District. Also in attendance were Brian Greene, System Director; Jody Ackerman, Recording Secretary; and Kathy Drake, Community Outreach Coordinator. Absent was Supt. Doug DeSchepper, Orangeville District, and Supt. Jason Grey, Dakota District. Supt. Grey arrived just after Kathy Drake began giving her Outreach update.

**II. APPROVAL OF AGENDA**

Motion was made by Alberstett to approve the agenda; seconded by Faller. All in favor by voice vote.

Motion carried 4-0.

**III. APPROVAL OF MINUTES**

Motion was made by Faller to approve the open session minutes from the December 5, 2019, Board of Directors meeting; seconded by Alberstett. All in favor by voice vote.

Motion carried 4-0.

**IV. COMMUNICATIONS / PUBLIC COMMENTS**

There were no communications or public comments.

**V. INFORMATIONAL ITEMS**

**A. Community Outreach Coordinator update**

Kathy Drake explained that her resignation was because of relocation due to her husband's job change. She reported to the CareerTEC Board that the 3-year United Way grant will end June 30 of this year and that the responsibility of the Community Outreach Coordinator has been completed with the PaCE training at schools and set up of Unite! platform. It's now time to move on. She will not be here but wants to help plan for next year to continue the community outreach work. She and Brian met with the United Way director Connie Kraft, who wasn't confident that a new grant would be approved. She said the grant committee is not satisfied with the results data that CareerTEC has been able to submit mainly because CareerTEC does not have the power over the Districts to require them to do certain things for better data reporting. Connie was not confident that a new grant proposal would be granted. Kathy is looking at the Freeport Community Foundation (FCF) grant, which wants student- and community-focused projects and not so much data. Kathy asked the Board if they wanted her to submit a grant to United Way again as well as FCF. Supt. Faller expressed that he would go back to his principal and counselors for input on how they want to use a Community Outreach Coordinator going forward. The Board agreed that she should just submit to FCF.

**B. CTEI**

During December and January, we did receive 3 vouchered payments of the FY20 grant totaling \$117,778. There is \$55,000 vouchered by ISBE but not received yet.

**C. Perkins**

We have received December and January reimbursements from the Perkins grant as requested, making total of \$72,971 received of the \$92,113 grant. Jody has communicated remaining balances to all districts' teachers.

**D. Perkins V Grant update**

Brian reported that at this time all schools' CTE POS (Program of Study) course approvals have been submitted. Freeport is the only district which has yet to submit the PDR (Program Data Review). Durand, PC, Pec and CareerTEC have started their LNA (local needs assessment). PDR and LNA are due Feb. 15. The LNA (Local Needs Assessment) will take significant time and input from community stakeholders. Brian has sent out parent and student surveys and will share the results next week. The LNA is intended to assist the districts in creating a plan for maximizing Perkins and CTE grant funds. Brian has been working with HCC VP Scott Anderson and JoDavie's Carroll CTE Academy system director Kris Hall on planning a LNA/CLNA meeting. Each district's LNA needs to be completed before Brian can begin the Comprehensive Local Needs Assessment, which is due April 1.

**E. CareerTEC Presentations and online registration**

CareerTEC director Brian Greene has made presentations to FHS, Aquin, Pec, PC and Dakota sophomores and some juniors and is scheduled for Durand and Orangeville high schools in the next few weeks. He will also present to Dakota parents during a dual credit night presentation and expressed he is willing to do the same for other districts, if desired. With the new online registration implementation this year, we have received approximately 20 so far.

**F. West Carroll Inquiry**

Brian reported that West Carroll High School Principal Ben Asche emailed Brian in December asking for information regarding CareerTEC course offerings and cost, which we sent them. They were exploring their options due to their current system's lack of options and high cost. Last communication on Jan 31 was that West Carroll was moving forward and not pursuing CareerTEC at this time, citing drive time and multiple locations as deciding factors. Brian relayed that there was a central drop-off location, and Ben indicated that he would use that as a talking point. Brian also shared with the Board that he has spoken with JoDavie's AVC director Kris Hall about the West Carroll inquiry, and Kris shared his concern for the Center's financial survival.

**G. Children's Hands-On Museum**

CTYA program is constructing the pieces for building bookcases for the Children's Hands-On Museum event. The Noon Rotary Club is funding the project and Rotary volunteers will work with kids to build the bookcases and receive books from the Voices Book Nook during a scheduled Museum activity later this month.

**H. Possible Merging of Career Fairs**

Due to the success of the FHS Career Fair and the positive response of CareerTEC staff that participated in the fair, Brian met with FHS principal Beth Summers and FHS college and career center adviser Diane Regan (who was the major coordinator for the event) to discuss merging the CareerTEC Fair and the FHS Career Fair with the intent to bring all member district students to the event at FHS. More discussions will be had. Supt. McDermott pointed out that Diane Regan is retiring in June so won't be available next year.

**I. Sharing Community outreach coordinator with FHS**

With Kathy Drake and Diane Regan both leaving, Brian met with FHS principal Beth Summers to explore possibility of sharing community outreach coordinator/FHS career adviser. FHS decided that they really need a full-time person to fill their needs. Discussions included the need to avoid overlapping of requests and confusion with the community business partners. Possibility expressed of housing COC with the FHS career adviser but that depends on COC funding from grant.

**J. Freeport High Academies update**

As requested by the CareerTEC board at the December meeting, Brian met with FHS principals Beth Summers and Sarah Hasken. He reported that there is no immediate demand to address barriers because FHS will start the academies with next year's freshmen and sophomores; juniors and seniors will not be required to choose an academy next year. They are no longer concerned with financial barriers since they better understand the waiver process that is in place, and they are supportive of our attendance policies. The greatest future barrier they see is our 2.0 GPA requirement and are requesting CareerTEC explore

other CTE systems and their entrance requirements and requesting that we eliminate this GPA requirement as Beth said "to make sure all means all, and everybody has access to CTE." They also asked to reconsider the denial due to discipline referrals. In the meeting they also discussed potential future changes including member district students taking new pathway courses at FHS, some CareerTEC courses being housed on FHS or HCC campus to keep each academy in the same location. Also the possibility that FHS could grow a program so strong that there wouldn't be a future need for a CareerTEC pathway. There were also questions on how CareerTEC established the entrance requirements, which Brian found unsettling due to the possible FHS theories. Supt. Faller expressed his concern of changing requirements. He's been involved in the CareerTEC system for 17 years and this is the first that he's hearing of changing any requirements. His district has higher expectations of students because they are paying extra money to send them and want the students to have better behavior because they are now outside of their home school building. The superintendents agreed that Brian should contact other CTE systems to obtain their requirements. Supt. Schiffman did express that based on past searches for director salary comparisons it could be difficult to get good entrance requirement comparisons because each system is set up differently.

#### VI. Consent Agenda

1. **Motion to Approve Routine Items: January bills and**
2. **Destruction of Closed Session Recordings prior to 8/1/18**

Motion was made by Alberstett to approve consent agenda; seconded by Grey. Roll call vote was taken with Grey, Alberstett, Schiffman, McDermott, and Faller all in favor.  
Motion carried, 5-0.

#### VII. CLOSED SESSION

Motion was made by McDermott at 2:13 to enter into closed session for employment information of specific employees of the system and student discipline; seconded by Faller. All in favor with voice vote. Motion carried, 5-0  
Resumption of regular meeting at 2:35 p.m.

#### VIII. ACTION ITEMS

Upon resumption of regular meeting at 2:35 p.m.

##### A. Acceptance of resignation of Kathy Drake

Motion was made by Faller; seconded by Alberstett to accept the resignation of Kathy Drake. All in favor with voice vote.  
Motion carried, 5-0.

##### B. Acceptance of resignation of Steve Konefes

Motion was made by McDermott; seconded by Grey to accept the resignation of Steve Konefes. All in favor with voice vote.  
Motion carried, 5-0

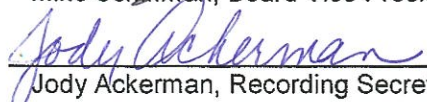
##### C. Approval to Advertise Culinary Instructor Position

Motion was made by Faller; seconded by Alberstett to post the full-time culinary instructor position opening. All in favor with voice vote.  
Motion carried, 5-0.

#### IX. ADJOURNMENT

Motion was made by Faller to adjourn at 2:36 p.m.; seconded by Grey. All in favor by voice vote.  
Motion carried 5-0.

  
Mike Schiffman, Board Vice President

  
Jody Ackerman, Recording Secretary

